

APPENDIX D

SAMPLE TIMELINE

The sample below was created for a study employing survey and focus group methodology. Investigators should create timelines that are **specific to the proposed research**.

	YEAR 1				YEAR 2			
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep
Recruit & Hire Study Personnel	■							
Print Questionnaires & Create Database	■							
Establish Liaison With Units		■						
Prepare Questionnaire Mailing		■						
Send 1 st Mailing of Questionnaires		■	■	■				
Send Reminder Postcards		■	■	■				
Send 2 nd Mailing of Questionnaires		■	■	■				
Obtain APFT Results & Enter in Database		■	■	■	■			
Scan Questionnaires Into Database		■	■	■	■			
Questionnaire Data Cleaning					■	■		
Questionnaire & APFT Data Analysis					■	■		
Data Interpretation					■	■		
Focus Group Training And Planning					■			
Focus Groups						■	■	
Focus Group Data Interpretation						■	■	
Identify Intervention Strategies to Increase Exercise Participation								■
Report & Manuscript Preparation					■			■

Timeline provided courtesy of COL Laura R. Brosch, ANC